

Jordan Patel

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SUMMARY

Dedicated and detail-oriented Mid Level Estate Planning Attorney with over 5 years of experience in drafting wills, trusts, and estate documents. Proven track record in optimizing estate plans, resulting in a 30% reduction in potential estate taxes for clients.

EXPERIENCE

Estate Planning Attorney

Jan 2022 - Present

Smith & Associates Law Firm, Chicago, IL

- Successfully drafted and executed over 200 estate plans, enhancing clients' asset protection and providing peace of mind.
- Negotiated and resolved complex probate disputes, achieving a 95% settlement rate without litigation.
- Utilized advanced estate planning software, resulting in a 20% increase in drafting efficiency.

Associate Attorney

Jun 2018 - Dec 2021

Greenwood Legal Group, Chicago, IL

- Collaborated in the creation of comprehensive estate plans for high-net-worth clients, resulting in \$10M+ in assets protected.
- Conducted numerous workshops on estate planning basics, increasing community awareness and firm visibility by 40%.
- Streamlined client intake process, reducing time by 25% and improving client satisfaction scores.

Legal Intern

May 2017 - Aug 2017

Johnson & Lewis LLP, Chicago, IL

- Assisted in the preparation of legal documents for estate planning cases, contributing to a 50% faster document turnaround.
- Researched state and federal estate tax laws, providing valuable insights for lead attorneys.
- Participated in client meetings, gaining firsthand experience in client communication and expectations.

EDUCATION

Juris Doctor

May 2018

Northwestern University Pritzker School of Law, Chicago, IL • GPA: 3.6

Bachelor of Arts in Political Science

May 2015

University of Illinois at Urbana-Champaign, Champaign, IL • GPA: 3.7

SKILLS

Technical Skills: Estate Planning, Probate Law, Tax Law, Trust Administration

Tools & Frameworks: WealthCounsel, Lawgic, Clio